



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: ACCOUNTANT I (SPECIALIST)

SALARY RANGE:	\$3,000 - \$3,757 per month <small><i>*The Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</i></small>
TENURE/TIME BASE:	Permanent, Full-Time
PROGRAM/DEPARTMENT:	Fiscal Services
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES:

Under the direction of the Accounting Officer, performs the more difficult semi-professional accounting work in the establishment and maintenance of accounts and records for specialized agency activities, departmental systems, and for central fiscal control activities, maintenance of a segment of an accounting function for a State department (e.g., accounts receivable, accounts payable, cash disbursements). Assists with continual training of staff; acts as lead to clerical staff in financial record-keeping of the Revolving Fund (payroll, cash, cash state, SPTA). Assists with the reconciliation of petty-cash box and rules applying to disbursement voucher reimbursements and other activities directly related to the Revolving Fund. Recommends appropriate actions on matters relating to the operation of the accounting section. Works with other staff on problem solving, and performs staff related actions; performs duties as required by the Accounting Officer Supervisor; resolves issues relating to Calstars Accounting Program through interaction with Calstars support personnel; assists Accounting Officer with research and reconciliation of Vendor's invoicing and payment; assists Accounting Officer Supervisor with the reconciliation of Revolving Fund balances with monthly State Treasurer's statements; research and reconciliation of aged Accounts Receivables and coordinates necessary actions to write-off uncollectable accounts.

WHO MAY APPLY:

Applicants must possess Civil Service eligibility and must meet the minimum qualifications of this classification to apply. All methods of eligibility will be considered. Eligibility may consist of one of the following: list eligibility, lateral transfer, Training and Development, or reinstatement to State service. Applicants must indicate their eligibility status in the title section of the Employment Application (Form STD.678). For more information on the qualifications, please visit the California Department of Human Resources website at www.calhr.ca.gov. Form STD.678 may be obtained by visiting the Human Resources Office at Sonoma Developmental Center, or online at www.calhr.ca.gov. Appointments may be subject to State Restriction of Appointment (SROA), Department Restriction of Appointment (DROA), or Surplus and Re-employment List procedures. A pre-employment physical, drug screening, and fingerprint/background clearance will be required. Applications will be reviewed and only the most qualified will receive a selection interview. **Faxed or emailed applications will not be accepted.**

Civil Service Eligibility will be determined by the Human Resources Department at the Sonoma Developmental Center.

SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO THE FOLLOWING:

Sonoma Developmental Center
Human Resources Department – Room 124
P.O. Box 1493 (Please use when mailing)
15000 Arnold Drive
Eldridge, CA 95431
(707) 938-6416 Please contact Jessica Palyo for questions specific to essential functions of the position.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.